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USAID/General Notice
A/AID
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SUBJECT: New Agency Smoking Policy and Regulations

I. INTRODUCTION

The Agency is committed to providing, to the extent possible, a safe and healthful working environment for its employees. The Surgeon General has determined that not only is smoking hazardous to smokers but there is evidence that "**secondhand**" smoke is harmful to nonsmokers. The Environmental Protection Agency has stated that Environmental Tobacco Smoke (**ETS**) is one of the most widespread and harmful indoor air pollutants and has classified ETS as a Group A Carcinogen. Group A Carcinogens are recognized as agents that cause cancer in humans.

This notice is being issued to inform employees of a new Agency policy on smoking. The policy was developed in consultation with the USAID/W Occupational Safety and Health Advisory Committee, the USAID Ad-hoc Advisory Committee on Smoking, the American Federation of Government Employees, and the American Foreign Service Association.

II. POLICY

Smoking is prohibited in USAID-occupied and controlled space in U.S. buildings, including multi-tenant buildings, and in official vehicles. Smoking is defined as the use of a lighted cigarette, cigar, pipe, or other tobacco product.

EXCEPTION: International conferences and meetings attended predominantly by non-U.S. citizens are exempt from this policy. The exemption is confined to a specific designated area at the conference site only for the duration of the conference.

III. EFFECTIVE DATE - August 1, 1993

IV. APPLICABILITY

This policy covers everyone who enters A.I.D. occupied and controlled areas in domestic facilities or vehicles -USAID employees, non-USAID individuals working under the auspices of USAID, and visitors.

Agency employees overseas also deserve the same protection from secondhand smoke. USAID Missions and Offices of the USAID Representative should adopt smoking policies consistent with those of their Chief of Mission. Chiefs of Mission are urged by the Department of State to conform with its domestic policy.

V. ENFORCEMENT

The initial stages in the implementation of a smoking ban can be tension-filled for all employees and especially for smokers who must physically and psychologically adjust to the new restriction. The success of this policy will depend upon teamwork and the mutual understanding, courtesy, patience, and cooperation of all - supervisors and employees, smokers and nonsmokers.

Supervisors are responsible for ensuring that this ban is adhered to in their locations. They should exercise reasonable judgment when enforcing this policy. Initial violations shall be handled by oral counseling. If oral counseling is unsuccessful, standard disciplinary or grievance procedures should be followed.

Employees should make no attempt personally to enforce this policy. They should report violations to their immediate supervisor.

VI. SMOKING CESSATION PROGRAM

USAID personnel may participate in the smoking cessation program sponsored by the Department of State's Office of Medical Services. This six-session course is held usually in the Main State Building during the lunch hour.

Supervisors may authorize a reasonable period of administrative leave so that smokers can attend these sessions.

Overseas posts interested in sponsoring smoking cessation programs should contact their Regional Medical Officer.

VII. REFERRAL OF QUESTION

Questions related to disciplinary and grievance procedures affected by this policy should be referred to M/HR/LRS, 703/875-4707.

General and technical questions related to this policy or questions on smoking and health should be directed to Mary Lester or John Lee, Agency Occupational Safety and Health staff, M/AS/OMS, 600 SA-2, 202/663-2364 or 2269.